

**DEPARTMENT OF WILDLIFE AND FISHERIES**  
**POLICY AND PROCEDURE MEMORANDUM #54A**

**EFFECTIVE DATE:** February 6, 2006

**SUBJECT:** SUPPLEMENTAL BENEFIT SOLICITATION POLICY  
FOR HEADQUARTERS

**AUTHORIZATION:** Dwight Landreneau  
Secretary

**I. PHILOSOPHY**

It is the philosophy of the Department of Wildlife and Fisheries (WLF) to comply with all directives of the Division of Administration (DOA) and to establish efficient and economical practices whenever possible.

**II. PURPOSE**

The purpose of this policy is to assure consistency and uniformity throughout the Department regarding supplemental benefits solicitation. The Human Resource Director of WLF is responsible and accountable for enforcement of this policy and the procedures set forth herein.

WLF will allow supplemental benefits solicitation only by vendors who have been approved for payroll deduction by the Office of State Uniform Payroll (OSUP) and have a current payroll deduction code.

Supplemental benefits solicitation is a privilege and not a requirement. Supplemental vendor solicitation privileges may be rescinded for those who do not comply with the guidelines of this policy.

**III. AUTHORITY**

In accordance with R.S. 49:950 et seq., and R.S. 42:455 et seq., the Office of the Governor, Division of Administration, Office of State Uniform Payroll adopted a rule amending the regulations governing payroll deductions. The rule defines, clarifies, and establishes parameter for vendor participation.

Louisiana Administrative Code Title 4, Part III, Chapter 1, Section 123, Solicitation of State Employees, part B states: "Solicitation of employees shall be conducted within the guidelines established by the department/agency."

#### IV. APPLICABILITY

This policy shall apply to all offices of the WLF and shall be disseminated to all organizational units.

#### V. DEFINITIONS

- A. **Supplemental Benefits Solicitation:** Benefits such as health, life, disability, dental, and legal services offered to employees through payroll deduction that have been approved and assigned codes by OSUP. This does not include any products offered by the Office of Group Benefits (OGB). These products will be coordinated by OGB.
- B. **Human Resource Section:** Responsible for coordinating the supplemental vendors who request permission to solicit approved products.

#### VI. PROCEDURE

- A. Vendor's Louisiana Sales Coordinator will determine which representatives will visit a proposed site.
- B. Supplemental benefits vendors wishing to solicit must have a payroll deduction code with OSUP. The service or product being offered must be the specific service or product that received approval for solicitation by OSUP. The representative is only allowed to solicit pre-approved products.
- C. Human Resources Section will determine the date, time, and location of the presentation to employees of WLF. All vendors will be allowed to participate in Department of Wildlife and Fisheries' Vendors Fair held at Headquarters Building in Baton Rouge, which is conducted once a year. The vendor's representative is not allowed to visit in areas where employees work without prior approval; they must remain in the designated area.
- D. Human Resources Section will communicate to WLF employees concerning the date, time and location of the Vendors Fair at Headquarters. Communication will be via e-mail and postings. Employee may only visit with the vendor's representative during their break period or lunch period. Employees unable to complete their business with the vendor during the allotted time must conclude the business outside of working hours. These offerings are completely voluntary but employees electing to participate must have their premiums paid through payroll deduction.

**NOTE: Although the Department allows authorized vendors to present their services and products to employees, the Department makes no endorsement of any offerings.**

- E. The vendor's representative may provide materials to employees who elect to meet with them during the Department's approved solicitation visit. Vendor promotional

materials must not be distributed by any other means within the Department without prior approval.

- F. Human Resources Section will provide the Vendor's Louisiana Sales Coordinator a copy of the policy and obtain a signed acknowledgment from the vendor's representative before allowing access to the site. A facsimile copy is acceptable.
- G. According to OSUP policy, payroll deduction authorization forms (SED-4's) must be signed by a vendor's representative and the employee unless otherwise directed by the OSUP. Any changes or corrections, due to SED-4 being completed incorrectly by the vendor's representative, to an employee's supplemental policy or premiums must be handled between the vendor and the employee by all reasonable means (letter, phone, agency or home visit). The Department will not be responsible for any errors or omissions on the part of the vendor and the vendor's representative, but will assist, if necessary, in obtaining a signed SED-4 if the vendor has exhausted all other means. OSUP will also assist in this process if necessary.
  - 1. No entries, changes or corrections will be entered into the Department's payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
  - 2. No cancellations requested by the vendor will be entered into the Department's payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
  - 3. No cancellations of all products with a vendor requested by the employee will be entered into the Department's payroll system without a written dated statement from the employee in which the agency must instruct the employee to forward a copy of that letter to the vendor. If an employee that has more than one product with a vendor and wishes to cancel only one product with that vendor, they must be directed to the vendor to cancel per an updated signed SED-4.
  - 4. For situations in which a correction to an SED-4 results in no change in **total** semi-monthly premium (no increase or decrease), the employee's signature is not required, but a copy of the SED-4 with a letter of explanation must be sent to the employee and the Department.

## **VII. FORMS REQUIRED FOR IMPLEMENTATION OF POLICY**

- A. Vendor Acknowledgement of Receipt of Benefits solicitation Policy (Attachment A).
- B. Notification to Employees of Supplemental Benefits Solicitation (Attachment B).

## **VIII. EXCEPTIONS**

This policy does not apply to any of the products that are coordinated through the Office of Group Benefits. Any other exceptions to this policy must be approved by the Secretary of the Department of Wildlife and Fisheries.

## **IX. EMPLOYEE NOTIFICATION OF POLICY**

This policy is posted on the Department of Wildlife and Fisheries Intranet Web Site for employee access. Supervisors in the Department are responsible for notifying their employees of this policy and providing a copy of this policy to those who do not have intranet access.

The Secretary may make exceptions to this policy when it is deemed to be in the best interest of the State.